



# GRAMA REQUEST

(Government Records Access and Management Act)

## FOR RECORDS

Description of requested records (records must be described with reasonable specificity):

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- I would like to inspect the records.
- I would like to receive copies of the records. I understand that I will be responsible for copy costs. I authorize costs of up to \$\_\_\_\_\_. I further understand that Brigham City will contact me if estimated costs are greater than the amount I have specified and that Brigham City will not respond to a request for copies if I have not authorized adequate costs. (A list of the City's fee schedule is shown on the reverse side of this form.)
- I would like to receive copies of the records. I request a waiver of copy costs for one or more of the following reasons:
  - Requested information is for publication in a public magazine or newspaper.
  - The individual requesting the record is the subject of record.

Name of person requesting information: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

I understand Brigham City has a maximum of 10 days to respond to this request or provide a written denial of the request. If this request is denied, I have the right to appeal to the City Council within 30 days.

\_\_\_\_\_  
Signature of person requesting information

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person approving request

\_\_\_\_\_  
Date

**POLICE RECORDS**

Crime scene photo.....	\$4.50
Fingerprints per card (residents) .....	\$5.00
Fingerprints per card (nonresidents) .....	\$10.00
Fingerprints for persons applying as volunteer with a charitable and/or a nonprofit organization under Section 62A-4-514 of the Utah Code .....	No charge
Police report.....	\$10.00

**COST FOR BLACK & WHITE COPIES**

11" x 17" .....	<del>\$1.00</del> \$2.00
17" x 22" .....	<del>\$2.00</del> \$3.25
22" x 34" .....	<del>\$3.00</del> \$4.00
24" x 36" .....	<del>\$4.00</del> \$4.75
28" x 40" .....	\$6.25
34" x 44" .....	<del>\$5.00</del> \$7.50

**COST FOR COLOR COPIES**

8 1/2" x 11".....	<del>\$2.00</del> \$4.00
11" x 17" .....	<del>\$2.00</del> \$4.00
17" x 22" .....	<del>\$4.00</del> \$6.50
22" x 34" .....	<del>\$4.00</del> \$8.00
24" x 36" .....	<del>\$6.00</del> \$9.50
28" x 40" .....	\$12.50
34" x 44" .....	<del>\$10.00</del> \$15.00
36" x 48" .....	\$16.00

**COST FOR BLUE PRINTS (Per Page)**

Minimum Charge .....	\$2.00
22" x 34" .....	\$3.00
24" x 36" .....	\$4.00
34" x 44" .....	\$5.00

**COST FOR DIGITAL DATA**

CD.....	<del>actual cost</del> \$1.50(unless CD is provided)
DVD.....	<del>actual cost</del> \$3.00(unless DVD is provided)

**COST FOR STAFF TIME**

*When a record is requested in a form other than that normally maintained by the city, the actual costs will include:*

- i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;*
- ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and*
- iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products*